

**INTERNATIONAL ASSOCIATION for MEDIA & COMMUNICATION RESEARCH  
ASSOCIATION INTERNATIONALE des ETUDES et RECHERCHES sur L'INFORMATION  
et la COMMUNICATION  
ASSOCIACION INTERNACIONAL des ESTUDIOS de COMUNICACION SOCIAL**

**STANDING ORDERS (BY-LAWS)  
ADOPTED AT IAMCR GENERAL ASSEMBLY 1992  
(Revised July 2006)**

**1. GENERAL**

- 1.1. These Standing Orders (By-Laws) may be altered by a simple majority of the General Assembly, except to contradict the Statutes.
- 1.2. A Standing Order may be suspended either by the provisions of an existing Statute or by a two-thirds majority of the General Assembly.

**2. SESSIONS OF THE GENERAL ASSEMBLY**

- 2.1. Subject to Article 5 of the Statutes, the General Assembly shall decide the date and place of its next meeting.
- 2.2. The President, in consultation with the Executive Board, shall decide the date and place of any extra-ordinary meeting of the General Assembly.
- 2.3. An extra-ordinary meeting of the General Assembly, requisitioned under S5.7 of the Statutes, shall be held within 120 days of the receipt of the necessary requisition.

**3. ADJOURNMENT OF THE GENERAL ASSEMBLY**

- 3.1. The General Assembly may decide by simple majority to adjourn its session temporarily and resume at a date and time to be set.

**4. AGENDA**

- 4.1. The provisional agenda for the General Assembly shall be submitted to the members immediately following the meeting of the International Council that prepares it. Any member may request the inclusion of supplementary items, which shall be included. The General Assembly shall then approve the revised agenda before proceeding to its business.
- 4.2. The President, in consultation with the Executive Board, shall prepare the agenda for any extra-ordinary meeting of the General Assembly called under Article 5 of the Statutes. The provisional agenda shall be circulated to all members attending the extra-ordinary meeting, prior to its opening. Any member attending may request the addition of supplementary items to the provisional agenda, which shall be included. The agenda shall be approved before the meeting proceeds to its business.

**5. CHAIR OF THE GENERAL ASSEMBLY**

- 5.1. Subject to S8.1 of the Statutes, the President shall chair all meetings of the General Assembly. At the beginning of any session of the General Assembly, the Chair shall nominate a member to act as Vice-Chair and shall call for similar nominations from the floor. The Assembly shall elect the Vice-Chair of the meeting by simple majority.
- 5.2. The Chair shall declare the opening and closing of the General Assembly, shall direct the discussion, ensure observance of the Standing Orders and generally maintain order in the meeting, put questions to the vote and announce decisions.
- 5.3. If the President vacates the Chair during any part of a session, the Vice-Chair shall take over and shall have the same powers and responsibilities as the Chair.

**6. QUORUM**

- 6.1. Subject to Article 5 of the Statutes, the quorum for a meeting of the General Assembly shall be ninety (90) members.
- 6.2. In the event that a meeting of the General Assembly is not quorate, the meeting shall decide by simple majority whether to proceed. If the meeting proceeds, it shall submit its

report to the next regular meeting of the General Assembly, which shall decide whether to endorse its decisions.

- 6.3. Decisions of the General Assembly shall not come into force until a fully quorate meeting approves them.

## **7. RULES OF DEBATE**

### **7.1 Speakers.**

- 7.1.1. **Recognition of Speakers : the chair shall call speakers in the order in which they signify their wish to speak.**
- 7.1.2. **Limit of Time : The chair may limit the time to be allowed each speaker, subject to a negative motion from the floor**
- 7.1.3. **List of Speakers : the chair may, during the course of a debate, announce the list of speakers and declare the list closed; a right of reply may, though, be accorded after the closure of the list, if desirable.**

### **7.2 Motions**

- 7.2.1 The proponent shall use the word “move” to introduce any proposal for action that s/he wishes the General Assembly to adopt. Motions should be introduced in the form of resolutions. Complex proposals should be introduced in writing.
- 7.2.2 All motions must be seconded by at least one member other than the proponent. In the absence of a seconder, the motion shall lapse and the Chair shall move the meeting to the next item of business.
- 7.2.3 The seconder shall be under no obligation to support the motion. Seconding requires only that the seconder wishes to see the matter discussed and adjudicated upon by the General Assembly.
- 7.2.4 All motions shall be recorded in the minutes of the General Assembly whether they proceed or lapse.
- 7.2.5 The Chair shall bring a motion formally to the attention of the General Assembly by repeating it in detail and stating the question implicit in it. Alternatively, the Chair may rule the motion out of order on the basis that the motion:
  - 7.2.5.1 violates one or more Statutes,
  - 7.2.5.2 presents again a matter already rejected by the General Assembly,
  - 7.2.5.3 conflicts with matters already temporarily suspended, or
  - 7.2.5.4 proposes actions outside the constitutional power of the General Assembly.
- 7.2.6 The proponent of the motion may, at this point and with the agreement of their seconder, modify or withdraw the motion. Subsequently in the debate, the proponent may only modify or withdraw a motion with the consent of the General Assembly.
- 7.2.7 Any member of the General Assembly may ask the proponent to accept an amendment of the motion and the proponent may accept that amendment. If the proponent accepts, the original seconder may either concur or withdraw, in which case the author of the amendment becomes the seconder of the motion put to the Assembly.
- 7.2.8 If the Chair expects general support for the motion, s/he may propose the adoption of the motion by unanimous consent. If, however, there is any objection to this course of action, the Chair must restate the question to be put and allow for debate.
- 7.2.9 The first speaker in any debate on a motion shall be the proponent of the motion, who shall also have a right of reply at the end of the debate before the motion is put to a vote.
- 7.2.10 The second speaker in any debate shall be the seconder of the motion who shall have no subsequent right of reply.
- 7.2.11 The Chair shall call subsequent speakers in the order in which they signal their wish to speak, at the same time seeking to balance and alternate speakers for and against the motion.
- 7.2.12 The Chair may limit the time allowed to each speaker, subject to the will of the meeting.
- 7.2.13 The Chair may, during the debate on a particular item, accept one of a number of subsidiary motions, including:

- 7.2.13.1 an amendment to the motion under discussion, in which case the amendment shall be moved, seconded and voted on first and the amended motion, if needs be, voted on second. In the event that several amendments are received, the amendment that is, in the judgement of the Chair, furthest from the substance of the motion shall be dealt with first. Once a motion is amended, that shall be the motion to be voted on by the Assembly.
- 7.2.13.2 privileged motions, which shall take precedence in the following order over all other motions before the General Assembly:
  - 7.2.13.2.1 to call for orders of the day,
  - 7.2.13.2.2 to suspend the session,
  - 7.2.13.2.3 to adjourn the session,
  - 7.2.13.2.4 to adjourn debate on the item under discussion,
  - 7.2.13.2.5 to close the debate on the item under discussion,
  - 7.2.13.2.6 to fix the time to which to adjourn.
- 7.2.13.3 incidental motions. A point of order may be put during the course of a debate and decided by the Chair, subject to the will of the meeting. In the event that a member of the Assembly dissents from the ruling of the Chair, the issue shall be put to an immediate vote of the Assembly and decided by simple majority.
- 7.2.14 The Chair shall give notice of and shall announce the conclusion of the debate on any particular item.

### 7.3 Resolution

- 7.3.1 The Chair, at the conclusion of debate on an issue, shall confirm that the Assembly understands the issue to be decided and shall, if necessary, clarify the question before the Assembly.
- 7.3.2 The Chair shall put the question to the vote and the Assembly shall vote on the voices or by a show of hands.
- 7.3.3 Subject to Section 5 of the Statutes, the General Assembly shall decide issues by simple majority.
- 7.3.4 The Chair shall announce and the Secretary shall record the decisions of the General Assembly.

## 8 NOMINATIONS AND ELECTIONS

- 8.1 Subject to Articles 5, 7 and 8 of the Statutes, the Executive Board shall be elected as follows:
  - 8.1.1 An Election Committee of three members shall be appointed by the International Council held during the year preceding the vote to manage the whole election process
  - 8.1.2 The Election Committee shall call for candidates at least 150 days before the required General Assembly of the Association.
  - 8.1.3 Each candidate must be a paid-up member of the Association and be sponsored by a minimum of five (5) paid-up members from at least two (2) different countries.
  - 8.1.4 Each candidate shall send a confirmation of their candidacy and a curriculum vitae and/or statement of no more than 200 words, either electronically or by registered mail, to the Chair of the Election Committee at least 120 days before the relevant session of the General Assembly.
  - 8.1.5 Candidates may nominate for one or more positions on the Executive Board and, if they wish, under Section 8.2 of these Standing Orders for membership of the International Council.
  - 8.1.6 Candidates for election to both the Executive Board and the International Council shall, if successful in the former, be automatically removed from the latter.
  - 8.1.7 Voting procedure for the Executive Board:
    - 8.1.7.1 All paid-up members of the Association shall receive by post, no less than 90 days prior to the relevant meeting of the General Assembly,
      - 8.1.7.1.1 A ballot paper containing the names of all candidates for membership of the Executive Board;

- 8.1.7.1.2 A curriculum vitae and/or statement not exceeding 200 words for each candidate;
  - 8.1.7.1.3 A voting envelope for the returned ballot paper
  - 8.1.7.1.4 A pre-printed return envelope
    - Members must sign across the backflap of the return envelope and return it to the Chair of the Election Committee, who must receive it not less than twenty one (21) days before the date of the General Assembly.
  - 8.1.8 Processing the Ballot
    - 8.1.8.1 The Election Committee shall, prior to the Ceremonial Opening of the Association's relevant Conference, appoint by lot a Tellers Committee of seven (7), drawn from those members of the Association already present and registered for the Conference, none of whom shall be candidates for election nor members of the Election Committee
    - 8.1.8.2 The Tellers Committee shall count the ballot on the day of its appointment and announce the result immediately.
    - 8.1.8.3 Any candidates for both the Executive Board and the International Council who succeed in this first election shall automatically be removed from the ballot for the International Council and their preferences re-distributed.
  - 8.2 Subject to Articles 5 and 6 of the Statutes, the International Council shall be elected as follows:
    - 8.2.1 The Election Committee referred to in Section 8.1.1 of these Standing Orders (By-Laws) shall manage the election process and shall call for nominations for the International Council at the same time as it does for the Executive Board.
    - 8.2.2 Candidates for election must be paid-up members of the Association and may be nominated by either one paid-up members of the Association or by themselves. They may include members also nominated for the Executive Board. If nominated, candidates have to notify the Election Committee that they accept their nomination
    - 8.2.3 Each candidate shall also send a short statement and/or vitae of no more than 200 words, either electronically or by registered mail, to the Chair of the Election Committee at least 120 days before the relevant session of the General Assembly.
    - 8.2.4 Voting procedure for the International Council:
      - 8.2.4.1 All paid-up members of the Association shall receive by post, no less than 120 days prior to the relevant meeting of the General Assembly,
        - 8.2.4.1.1 A ballot paper containing the names of all candidates for membership of the International Council;
        - 8.2.4.1.2 A curriculum vitae and/or statement not exceeding 200 words for each candidate;
        - 8.2.4.1.3 A voting envelope for the returned ballot paper
        - 8.2.4.1.4 A pre-printed return envelope
          - Members must sign across the backflap of the return envelope and return it to the Chair of the Election Committee, who must receive it not less than twenty one (21) days before the date of the General Assembly.
      - 8.2.4.2 Processing the Ballot: the procedure described in 8.1.8 will apply
- Any candidates for both the Executive Board and the International Council who succeed in the first election shall automatically be removed from the ballot for the International Council and their preferences re-distributed.
- 8.3 The Election Committee shall convey the results of the elections to the President who shall announce them immediately in the way he seems fit, then formally to the next meeting of the General Assembly.

## 9. STANDING ORDERS FOR INTERNATIONAL COUNCIL

- 9.1 Subject to Article 6 of the Statutes, the International Council shall adopt standing orders for its operation. These standing orders shall be adopted by simple majority of the

- Council and may be modified or suspended by a two-thirds majority of the Council, provided that they do not contradict the Statutes.
- 9.2 Subject to Article 6 of the Statutes, the quorum for a meeting of the International Council shall be fifteen (15) members, including at least five (5) Section Heads and five (5) directly elected Council members.
  - 9.3 In the event that a meeting of the International Council is not quorate, the meeting shall decide by simple majority whether to proceed. If the meeting proceeds, it shall submit its report to the next regular meeting of the General Assembly, which shall decide whether to endorse its decisions.
  - 9.4 Decisions of the International Council shall not come into force until a fully quorate General Assembly meeting approves them.
  - 9.5 The Standing Orders for rules of debates of the International Council shall be the same as those for meetings of the General Assembly as described in 7. above.
  - 9.6 Committees of the International Council shall be established on the basis of proposals from the President or any other member and endorsed by a majority of the Council. The members of council committees, including their chairs, may be members of the council or appointed by the council among the membership at large. Committees shall report their activities to each meeting of the Council.

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Rules and Procedures Committee  
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